

POLICY:  <b>Curriculum Policy</b>		POLICY NUMBER: <b>AC-003-A2</b>
		PREVIOUS/REPLACES: <b>Student Manual</b>
APPROVED BY: <b>Academic Council</b>	EFFECTIVE DATE AS OF: <b>November 1, 2021</b>	PRIOR VERSIONS: <b>August 2020</b>

## 1. Policy Statement

Herzing College has developed a Curriculum Quality Assurance (CQA) framework that is used in the creation of new programs as well as the renewal of existing ones. The Office of the Vice-President of Academics oversees the implementation of this framework before, during, and after program creation.

## 2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

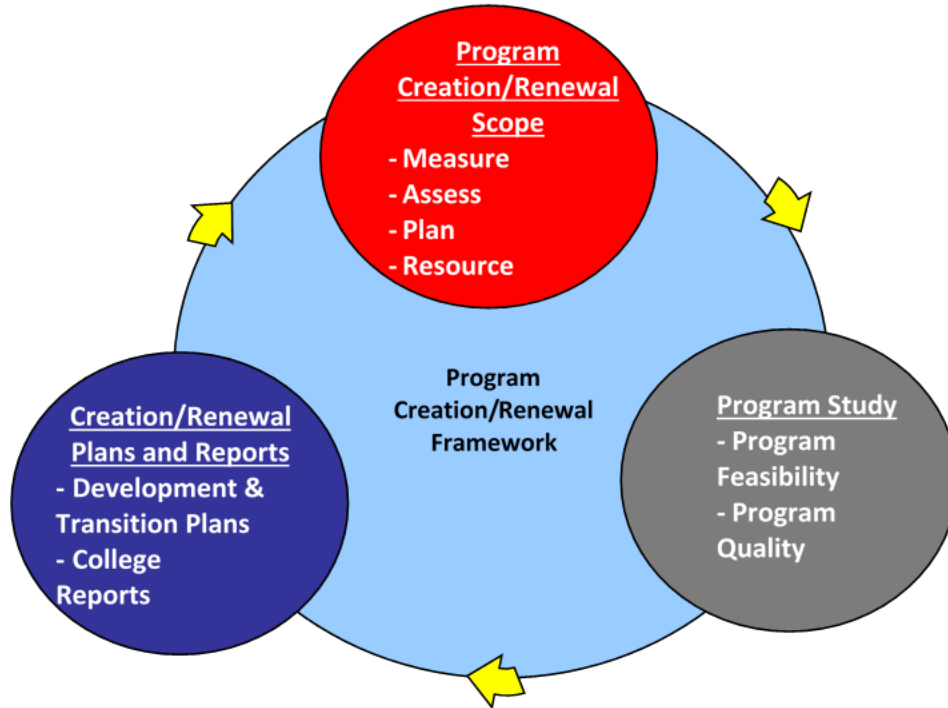
## 3. Procedure

1. Program Creation/Renewal provides the opportunity to ensure that programs at Herzing College are rigorous and effective learning experiences that meet the education and training needs of our students and employers, as well as the standards of the (Post-secondary Education Quality Assessment Board) PEQAB. Each stage of the framework informs program decision-making processes.

Decision points are incremental, building from the Campus level through to the Board of Governors' Academic Committee. Communication tasks highlight reporting needs, roles, and recipients. This process interacts with – and is informed by – several related processes including Program Review, Program Advisory Activities (Program Advisory Committees - PACs, Dean's Advisory Committees - DACs, Accreditations, etc.), and ongoing Program Development such as by Faculty Working Groups.

2. Herzing College will engage in a process of regular and rigorous examination of its programs. New programs will be reviewed no later than three years after commencement while ongoing programs will be scheduled for renewal no less frequently than every five years.

In addition, cyclical review initiated by external parties such as accreditation and certification bodies, if applicable to the program, present significant effort and accountability that will be aligned with internal processes wherever possible.



3. The diagram above describes a set of interlocking process frameworks to manage program creation, review, renewal, and ongoing development. The illustration is highly interactional with each process being distinct in various aspects but tending to support and inform the others.

## 4. Administration

The Vice President of Academics will oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed as required by the Vice President of Academics in 2023.

## 6. Reference

- Herzing College Student Manual